

STUDENT ASSESSMENT NEWS

[Archived Student Assessment News](#)

March 16, 2015

Connecticut State Department Of Education

CTStudentAssessment@ct.gov

860-713-6860

NCSC/Connecticut Alternate Assessment (CTAA)

Please share the following information with colleagues in special education and with teachers acting as Test Administrators (TAs) for the Connecticut Alternate Assessment (CTAA). The CTAA is the Connecticut branding of NCSC. District Test Coordinators, as well as Test Administrators should have received a welcome e-mail from the NCSC_helpdesk@ctb.com with log-in information for the NCSC Assessment System. **Please note this is a different sending email address than was shared in the March 9, 2015 Student Assessment News.** Due to district security measures this welcome e-mail may appear in Junk or Spam folders. Test Administrators should have received this welcome e-mail if they completed the [2014-15 CSDE Connecticut Alternate Assessment \(CTAA\) and Skills Checklist Science Training](#).

Confirm Access to NCSC Assessment System

Due to an error in the upload of the User file for Test Administrators, **District Test Coordinators and Test Administrators should confirm the functioning of their log-in information as well as their name and district in their profile.** District Test Coordinators may add Test Administrators or students as needed. If your profile is not correct, please contact the NCSC Help Desk at NCSCServiceDesk@measuredprogress.org or 866-239-0708.

NCSC System Training Test Coordinators

District Test Coordinators may access the four NCSC Test Coordinator Training modules to become familiar with the NCSC System. The information provided in the modules is also in the NCSC [Test Administration Manual](#) and the NCSC User Guide for Test Coordinators which are both available on the [NCSC Assessment System](#) portal.

NCSC System Training Test Administrators

Connecticut teachers administering the alternate assessment were required to participate in [2014-15 CSDE Connecticut Alternate Assessment \(CTAA\) and Skills Checklist Science Training](#). This training included a general overview of the NCSC/CTAA because the decisions based on Pilot 2 results were still being finalized. The training modules on the NCSC Assessment System familiarize test administrators with the system and testing expectations. These topics are also covered in the [Test Administration Manual](#) (TAM) and User Guide for Test Administrators which are both available on the NCSC Assessment System portal. Three modules for Test Administrators are about the Directions for Test Administration and may be helpful. **All test administrators must complete the final quiz with 80% accuracy or better in order to access their students for test administration and the Directions for Test Administration.** The final quiz may be taken as often as needed. Test Administrators may view the modules as needed and/or use the *NCSC Test Administration Manual (TAM)* and *NCSC User Guide for Test Administrators* prior to and while testing to complete the final quiz. The deadline to complete the final quiz **and** complete all NCSC Assessments is May 15, 2015.

Eligible students in Grades 3-8 and 11 entered into the CSDE Accommodations Collection Web site by March 10, 2015 will be transferred into the NCSC Assessment System by March 17, 2015. **Students who are not on the roster should be entered by the District Test Coordinator as soon as possible.**

Smarter Balanced Test Information Distribution Engine and Public School Information System Data Sync

The CSDE has refreshed the student-level data in the Test Information Distribution Engine (TIDE). The daily sync between TIDE and the Public School Information System (PSIS) Registration Module has been engaged. Please ensure that all changes to student enrollment and demographic information are made in PSIS. **Changes made in PSIS may take up to 24 hours to appear in TIDE.**



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Any changes to a student's status at the time of testing should be made directly in the PSIS Registration Module. The PSIS Registration Module has been updated to include new fields for **Special Education, English Learner, and Economically Disadvantaged Status during testing**, so these fields can be modified to reflect a student's status at the time of testing.

How to Activate a Test Session: Summative Assessment – Help Document

In order to ensure that test administrators are correctly administering the summative assessment instead of the interim assessment, AIR created a short help document to provide clear guidance. The [How to Activate a Test Session: Summative Assessment](#) document provides instructions on how to activate a test session for the Smarter Balanced Summative Assessments in the TA Interface.

Test Administration Guidance for Answering Students' Questions during Testing

If questions arise regarding the level of help test administrators may provide to students during testing, please refer to the script on page 43 of the [Test Administration Manual](#) (TAM). Test administrators may direct the student to the item tutorial for each item, but may not help students answer a question. Ideally, students should be familiar with the item response types prior to testing by engaging with the grade-level Practice Test. Teachers may also show students the Item Tutorials that are posted on the CT Portal prior to testing. The Item Tutorials are located on the [Students and Families](#) page under Tutorials.

REMINDERS:

AIR Smarter Balanced Help Desk

The AIR Smarter Balanced Help Desk is available at 1-844-202-7583 and CTHelpDesk@air.org. The Help Desk Call Center is open Monday – Friday from 7:00 a.m. to 7:00 p.m.



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